

PERMIT PROCESS

Please check with the appropriate County departments before beginning any type of development or home improvement project, whether it entails only clearing and grading, construction of a new building, an addition to an existing building, erecting a fence or wall, or just pouring a concrete slab. There are regulations and procedures, and possibly permits and inspections that will be required.

The following information is provided as basic steps and procedures the County requires for development of a new single-family residence:

Single-Family Residential Development

1. Contact the Zoning Department to get information on zoning compliance of your property and the zoning district, minimum setbacks from property lines for structures, minimum house size, etc.
2. Contact the Environmental Health Department for details on how to apply for a septic permit (which is required prior to the issuance of a building permit for a new residence).
3. If you are not in a subdivision with curbs and gutters, contact the Road Department for a culvert inspection.
4. Complete the following Building Permit Application and submit. No construction is allowed until a building permit is approved and issued by the Permits and Inspections Department.
5. Contact the Engineering Department for any clearing, grading or other land disturbance work if you plan to do the work prior to the issuance of the building permit.
6. Schedule all building inspections (including pre-construction and post-construction inspections), through the Permits and Inspections Department. Upon completion and approval of all required inspections they will issue a Certificate of Occupancy (CO) for the new residence. Be sure the driveway and mailbox are installed, and the property address is posted at the road prior to the Certificate of Occupancy on a new residence.

Contact Names and Numbers:

Zoning Department	Robyn Wilson	(770) 460-5730 x 5419
Environment Health	Rick Fehr or Jeff Kilgore	(770) 460-5730 x 5415
Permits and Inspections	Di Crownover or Angie Stevens	(770) 460-5730 x 5403
Engineering Department	Ron Salmons or Phil Mallon	(770) 460-5730 x 5410
Building Inspections	Automated Scheduling System	(770) 460-5730 x 5404
Road Department	Miriam Crews (driveway cut/culvert)	(770) 461-3142 x 6172
Water System	Business Office (new water meter)	(770) 461-1146

BUILDING PERMIT

New Structures

Additions

Remodels

Rebuilds/Repairs

Accessory Structures

APPLICATION PACKAGE

MEMORANDUM

TO: All Builders within Unincorporated areas of Fayette County

FROM: James Massey
Director, Permits & Inspections

SUBJECT: PLAT SUBMITTAL REQUIREMENTS FOR
BUILDING PERMIT APPLICATION

Building permit applicants must enter either:

A COPY of the most recent **recorded plat** (for subdivisions), ***OR***

A **signed and sealed, recorded** survey of the lot (property not in a subdivision),

on which floodplain areas, waterbodies and easements are indicated. This plat or survey must indicate the following:

- Location of all existing and proposed structures drawn to scale.
- Dimensions of proposed structure.
- Setback distances for proposed structure.

All information must be true to scale, legible and in ink.

Please Note: Should a proposed structure be located within 2 feet of the minimum setback line, a signed and sealed surveyor's certification of setbacks will be required by the Zoning Department prior to their approval of the permit application.

NOTICE

USE OF AFFIDAVITS FOR ELECTRICAL, PLUMBING AND HVAC CONTRACTORS

EFFECTIVE – SEPTEMBER 1, 2004

The Permits & Inspections Department will require that the license holder sign and have notarized each electrical, plumbing and HVAC affidavit required for building permits. Original affidavits for each permit application can be submitted one of the three following ways.

- 1) **BUILDERS** obtain each contractors signed and notarized affidavit and includes them when submitting the Building Permit Application.
- 2) **CONTRACTORS** come to the office personally to fill out and sign the affidavit. Office personnel will be happy to notarize this for you.
- 3) **CONTRACTORS** mail the completed affidavit, notarized, to our office.

Reminder:

Keep in mind that no electrical, plumbing or HVAC inspections will take place until the appropriate affidavit is received and recorded by this department. Having affidavits into our office in a timely manner will ensure a timely inspection.

MEMORANDUM

TO: All Owners/Builders and their representatives

FROM: Department of Public Works

RE: DRIVEWAY PIPE CULVERT INSTALLATION

The Culvert Request Inspection from the Road Department is to place the correct pipe size in the County Right-of-Way, for proper drainage only. This allows you to place a twenty (20) foot section of the approved pipe size in the ditch for driveway access purposes only. No other installation of pipe or other material(s) shall be allowed in the County Right-of-Way.

MEMORANDUM

TO: All Builders and Homeowners within Unincorporated areas of Fayette County

FROM: James Massey
Director, Permits & Inspections

SUBJECT: BONUS ROOMS and ATTICS
DEFINITIONS / REQUIREMENTS

R202 DEFINITIONS ... (2000 Intl.Code)

Attic – The unfinished space between the ceiling joists of the top story and the roof rafters.

Staircase to upper level denotes 2nd Story – This area to be included in the “Total Square Footage” calculation of permit application.

Bonus room location – Top story of home only – not 1st floor.

Only ONE (1) unfinished bonus room is allowed per single-family residence. Unfinished defined as:

- **Separated by sealed, exterior grade door**
- **Per NEC 2002 – 1 switch, 1 light (protected by Arc-fault circuit breaker)**
- **No HVAC**

R310.1 EMERGENCY ESCAPE & RESCUE OPENINGS ... (2000 Intl. Code)

R310.1.1 MINIMUM OPENING AREA

All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.

Bonus rooms that may become habitable space or sleeping areas in the future must comply with emergency escape & rescue openings whether finished or unfinished.

Please note: Permit Technicians will be checking building plans when they are submitted with applications and making the necessary changes to square footage counts and structure specifics prior to processing.

CHECK LIST FOR OBTAINING A BUILDING PERMIT

NON SUBDIVISION:

- _____ 1. Forms filled out completely for Building, Plumbing, Heating and Air, and Electrical
- _____ 2. Recorded Property Deed (can be obtained from Superior Court)
- _____ 3. Recorded Plat that matches recorded deed (can be obtained from Superior Court), on which proposed construction and all existing structures have been drawn, showing setbacks.
- _____ 4. New Residence - Septic permit
All Others - Environmental Health must draw septic tank, field and replacement field locations on plat you've prepared with new and existing structures.
- _____ 5. Well, if not on county water (a separate permit is not required but will be noted on septic tank permit)
- _____ 6. Water meter receipt for new residence
- _____ 7. Drive cut permit from the Public Works Department for all county maintained roads
- _____ 8. Copy of state DOT permit for all drive cuts off of a state highway
- _____ 9. Construction plans for structure
- * **Note: An Erosion and Sediment Control Plan and Disturbed Acre Fee may be required by the Engineering Department. Fees due will be payable when building permit issued.**

SUBDIVISION:

- _____ 1. Forms filled out completely for Building, Plumbing, Heating and Air, and Electrical
- _____ 2. Plat of lot on which proposed construction and all existing structures have been drawn, showing setbacks.
- _____ 3. New Residence - Septic permit
All Others - Environmental Health must draw septic tank, field and replacement field locations on plat you've prepared with new and existing structures.
- _____ 4. Well, if not on county water (a separate permit is not required but will be noted on septic tank permit)
- _____ 5. Water meter receipt
- _____ 6. Drive cut permit from the Public Works Department for all county maintained roads (not required if in a subdivision that has curbs and gutters)
- _____ 7. Copy of state DOT permit for all drive cuts off of a state highway
- _____ 8. Construction plans for structures
- * **Note: An Erosion and Sediment Control Plan and Disturbed Acre Fee will be required by the Engineering Department for new single family construction, if not already satisfied by the developer. Fees due will be payable when building permit issued.**

HELPFUL TELEPHONE NUMBERS:

CALL BEFORE YOU DIG

Department of Transportation (DOT) Drivecuts
Environmental Health (Septic Tanks/Fields) - Suite 205
Fayette County Clerk of Superior Court
Fayette County Engineering Department - Suite 203
Fayette County Permits & Inspections Department - Suite 201
Fayette County Public Works
Fayette County Water System
Fayette County Zoning Department - Suite 202A

1 (800) 282-7411
(706) 646-6566
(770) 460-5730 x. 5415
(770) 461-4703
(770) 460-5730 x. 5410
(770) 460-5730 x. 5403
(770) 461-3142 x 6172
(770) 461-1146
(770) 460-5730 x. 5419

Application for **BUILDING** Permit

Fayette County

STRUCTURE to be Built (check one)

New Residence	_____	Commercial	_____
Addition to Res.	_____	Barn	_____
Garage	_____	Storage Building	_____

Heated Square Footage _____

Total Square Footage _____ (Includes Attached Garage, Bonus Room, Basement, Porches, etc.
- All Under-Roof Space)

BUILDER

Builder: _____

License: _____

Business Name: _____

Street Address: _____

City / State: _____

Zip Code: _____

Telephone: (_____) _____

OWNER

Name: _____

Full Address: _____

City / State: _____

Zip Code: _____

Telephone: (_____) _____

SITE INFORMATION

Street

Address: _____ Subdivision: _____

Zoning: _____ Zip Code: _____

Lot #: _____ Lot Size: _____

District: _____ Land Lot 1: _____ Land Lot 2: _____

DOT Permit # (drive-cut): _____

It is unlawful to occupy a structure without a "Certificate of Occupancy", which will be issued following final building inspection.

Any building permit shall become void if work is not begun within six (6) months after issue date or if the work of development authorized by the permit is suspended or abandoned for a period of six (6) months after permit is issued.

Applicant _____
(Please Print or Type)

Applicant's Signature _____

Application for **BUILDING** Permit - **STRUCTURE SPECIFICS**

Fayette

BUILDING Estimated **Construction Cost** (Materials) \$ _____

Length of Structure _____ Width _____ Number of Units _____

Stories _____ Rooms _____ Baths _____ Fireplaces _____

(* Staircase to upper level denotes 2nd Story)

Please check the appropriate box for each category:

BASEMENT

(F) _____ Full- II
(P) _____ Partial
(C) _____ Crawl - I
(N) _____ None

BSMT STATUS

(F) _____ Finished
(U) _____ Unfinished

GARAGE

(A) _____ Attached
(D) _____ Detached

DECK

(Y) _____ Yes
(N) _____ No

SUN ROOM

(Y) _____ Yes
(N) _____ No

SCREENED PORCH

(Y) _____ Yes
(N) _____ No

BONUS ROOM

(F) _____ Finished
(U) _____ Unfinished

WASTE DISPOSAL

(T) _____ Septic Tank
(S) _____ Sewer

WATER SOURCE

(P) _____ Public
(W) _____ Well
(I) _____ Private

FOOTING

(P) _____ Plain Concrete
(M) _____ Mono Pour - III
(O) _____ Other

FOUNDATION WALLS

(P) _____ Plain Concrete
(B) _____ Concrete Block - IV
(C) _____ Other

FLOORS

(W) _____ Wood Joists
(S) _____ Flat Slab
(M) _____ Metal

ROOF

(R) _____ Wood Rafters
(T) _____ Wood Truss
(C) _____ Concrete Block

PARTITIONS

(W) _____ Wood
(D) _____ Drywall

FINISHED FLOOR

(C) _____ Carpet
(M) _____ Cement
(W) _____ Wood
(T) _____ Ceramic Tile
(V) _____ Vinyl

WINDOW SASH

(I) _____ Wood Insul.
(N) _____ Metal Insul.
(V) _____ Vinyl Insul.
(W) _____ Wood
(M) _____ Metal

CHIMNEY

(P) _____ Pre-Fab
(B) _____ Brick
(S) _____ Stone

EXTERIOR WALL

(B) _____ Brick
(C) _____ Concrete Block
(W) _____ Wood
(M) _____ Masonite
(E) _____ Metal
(V) _____ Vinyl Siding
(S) _____ Stucco
(H) _____ Hardi-Plank

(O) _____ Brick / Wood
(R) _____ Brick / Masonite
(I) _____ Brick / Vinyl
(T) _____ Brick / Stucco

(F) _____ Metal / Block
(L) _____ Glass / Metal

ROOFING

(C) _____ Composition
(M) _____ Metal
(W) _____ Wood
(O) _____ Other

ELECTRICAL

(G) _____ GA Power
(C) _____ Cow/Fay EMC

HEATING

(L) _____ LP Gas
(N) _____ Natural Gas
(E) _____ Electric
(G) _____ Geo-Thermo

PLUMBING

(Y) _____ Yes
(N) _____ No

PLUMBING PERMIT AFFIDAVIT

Fayette County

Applicant hereby applies for a plumbing permit associated with:

PERMIT #: _____

JOB SITE: _____

LOT #: _____

S/D: _____

BUILDER: _____

The undersigned states the following to be true:

Plumbing Sub-Contractor
License Holder

Business Name

Georgia State License #

Phone # _____

License Holder Signature

Sworn to before me and subscribed
in my presence this _____ day
of _____ 20 ____

Notary

HVAC PERMIT AFFIDAVIT

Fayette County

Applicant hereby applies for an HVAC permit associated with:

PERMIT #: _____

JOB SITE: _____

LOT #: _____

S/D: _____

BUILDER: _____

The undersigned states the following to be true:

HVAC Sub-Contractor
License Holder

Business Name

Georgia State License #

Phone # _____

License Holder Signature

Sworn to before me and subscribed

in my presence this _____ day

of _____ 20 ____

Notary

ELECTRICAL PERMIT AFFIDAVIT

Fayette County

Applicant hereby applies for an electrical permit associated with:

PERMIT #: _____

JOB SITE: _____

LOT #: _____

S/D: _____

BUILDER: _____

The undersigned states the following to be true:

Electrical Sub-Contractor
License Holder

Business Name

Georgia State License #

Phone # _____

License Holder Signature

Sworn to before me and subscribed
in my presence this _____ day
of _____ 20 ____

Notary

LOW VOLTAGE PERMIT AFFIDAVIT

Fayette County

Applicant hereby applies for a low-voltage permit associated with:

PERMIT #: _____

JOB SITE: _____

LOT #: _____

S/D: _____

BUILDER: _____

The undersigned states the following to be true:

Low-Voltage Sub-Contractor
License Holder _____

Business Name _____

Georgia State License # _____

Phone # _____

License Holder Signature

Sworn to before me and subscribed
in my presence this _____ day
of _____ 20 ____

Notary

FEE SCHEDULE

Fayette County

Structure Permit \$.17 per total square foot under roof line (Includes Attached Garage-Basement-Porches, etc - All Under-Roof) or: **\$50.00 MINIMUM FEE**
(This includes plumbing, HVAC and electrical fees - affidavits required only)

Impact Fees - New Structures Only (does not apply to additions, remodels, rebuilds or accessory structures)
Residential **\$600.57** - Commercial, based on use, available on request - Payable when permit issued

Stand-Alone Plumbing Permit \$5.00 per opening or: **\$50.00 MINIMUM FEE**

Stand-Alone HVAC Permit \$50.00 per System
\$50.00 per Heat Pump
\$25.00 per Single Unit
\$50.00 MINIMUM FEE

Stand-Alone Electrical Permit Cost is computed by multiplying the number of each of the following by the listed price or: **\$50.00 MINIMUM FEE**

\$.50 Fluorescent fixtures
\$.50 Ceiling fixtures
\$.50 Base receptacles
\$.50 Flood lights
\$.50 110 branch circuits
\$6.00 Electric water heater
\$6.00 Electric stove - 1 piece
\$9.00 Electric stove - 2 piece
\$6.00 Electric dryer
\$2.00 Well pump
\$.50 Vent hood, door chimes, ceiling fans, bath fans, attic fans, jacuzzi or any other small motor
\$.50 Wiring for each gas furnace
\$5.00 Wiring for each heat pump
\$7.00 Each air conditioning unit
\$13.00 100 Amps of service
\$16.00 150 Amps of service
\$20.00 200 Amps of service
\$30.00 400 Amps of service
\$32.00 600 Amps of service

Swimming Pools \$50.00 Pool permit fee and
\$50.00 Electric permit fee
Total Fee \$100.00

Pre-Inspection \$75.00 Charge Re-Inspection \$25.00 (1st recall)
\$50.00 (2nd recall)
\$50.00 not ready for